

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> <b>KAMPALA</b>	<b>2. AGENCY</b> <b>USAID</b>	<b>3a. POSITION NO.</b> 00009025T
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**    ☐ Yes    ☐ No

**4. REASON FOR SUBMISSION**

- ☐ a. Redescription of duties: This position replaces  
Position No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) Up-date

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Records Management Coordinator, FSN-150	<b>FSN-6</b>		
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> C&R Supervisor	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> USAID/UGANDA	a. First Subdivision <b>EXECUTIVE OFFICE</b>
b. Second Subdivision <b>Records Management (RM) Unit</b>	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>   _____ Typed Name and Signature of Employee                      Date(mm-dd-yy)	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>   _____ Typed Name and Signature of Supervisor                      Date(mm-dd-yy)
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<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b>   _____ Typed Name and Signature of Section Chief/Head                      Date(mm-dd-yy)	<b>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>   _____ Typed Name and Signature of Human Resources Officer                      Date(mm-dd-yy)
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**13. BASIC FUNCTION OF POSITION**  
This position is located in Records Management Unit of the Executive Office, USAID/Uganda. The position is responsible for the management of unclassified records and correspondence by receiving and classifying, distributing, maintaining and disposition of records and serves as the authority on records and correspondence processing and controlling: internal distribution, fax, and cables receipt and dispatching, files management and reproduction/distribution services. The incumbent also stores, provides guidance and training in records management to Office Managers. The position serves as the alternate Travel Coordinator and Roving Secretary and reports directly to the Administrative Specialist.

<b>14. MAJOR DUTIES AND RESPONSIBILITIES</b>	<b>% OF TIME</b>
<b>A. RECORDS MANAGEMENT DUTIES</b>	<b>75%</b>
1. Review and ensure efficient management of unclassified correspondence including cables, general notices, faxes, and official letters.	

## **14. MAJOR DUTIES AND RESPONSIBILITIES (CONT'D)**

**% OF TIME**

2. Receive, scan, edit, and distribute electronic notices. Responsible for filing hard copies of official in-coming letters and outgoing letters, cables, faxes. File and maintain automated notices.
3. Study and analyze the procedures and systems by which unclassified records and correspondence are controlled and maintained in the USAID/Uganda Mission. Conduct periodic inspection of records to ensure proper maintenance, classification, and disposal. Ensure avoidance of unnecessary duplication of records. Manage the storage of retirement files at the warehouse and monitor or ensure the destroying of those that are due or overdue.
4. Work closely with Office Managers in the maintenance of retirement and disposition of official records. Manage the general records archive and determine or advise on which records may be retained in the archive or destroyed. Responsible for the submission of mission official files plans and vital records to Washington annually. Ensure properly and complete disposal/destruction of USAID/Uganda files.
5. Inventory records as required. Conduct training sessions of USAID personnel in records maintenance, processing, archiving and disposition.
6. Interpret AID/W records managing regulations, contribute in records and correspondence management policy making and ensure implementation. Assist in the resolution of problems associated with records management and disposition.

### **Other Duties**

**25%**

1. Responsible for the proper functioning and maintenance of office equipments, fax machines, photocopiers and typewriters.
2. Serve as alternate Timekeeper for EXO staff.
3. Serve as back up Secretary to the Executive Officer.
4. Perform other duties as may be assigned.

15 DESIRED QUALIFICATIONS

- a. Education: Completion of secondary school is required.
- b. Prior Work Experience: Minimum of two years of experience in records and correspondence management. One year of experience working with US Government Agency or other donor agency in records management is an added advantage.
- c. Post Entry Training: USAID C&R system, operations in Handbook 21 (ADS) and automated word processing systems. On-the-job and other training in computers software programs as available.
- d. Language Proficiency: Level III English ability (good working knowledge) written and oral communication skills is required.
- e. Knowledge: A thorough knowledge of the USAID regulations on unclassified records and correspondence control and handling and files management including records storage and disposition. Good knowledge of mail handling instructions. Must have knowledge of the USAID organizational functions, personnel and practices of the activities to which service is provided.
- f. Skills and Abilities: Ability to participate in the management of the records function by analyzing existing systems and procedures, recommended improvements to enhance efficiency. Must be able to explain procedures and requirements tactfully to AID Mission personnel. Must have professional and social skills to handle and facilitate across-cultural and interagency relationships.

16 POSITION ELEMENTS

- a. Supervision Received: Receives general supervision from Administrative Specialist and sometimes technical guidance from the Executive Officer. Supervisory guidance is frequently not available incumbent is expected to work independently.
- b. Supervision Exercised: None.
- c. Available Guidelines: Agency records and correspondence management HB 21 or ADS, regulations, instructions, General Notices, US Postal Services Regulations, personal knowledge of the organization; guidance is also received from the supervisor, position description, and FSN Handbook.
- d. Exercise of Judgment: Exercise judgment in ensuring that daily assignments are completed, and recommending local records and correspondence management as well as procedures. Judgment is also required in determining prompt action required on urgent matters, assigning office action on incoming correspondence, determining distribution lists for reading files and ensuring that correct dissemination of information especially notices and cables to appropriate personnel in the Mission.
- e. Authority to Make Commitments: While having no commitment authority per se, incumbent is fully authorized within AID policy guidelines to establish priorities in the execution of position duties and responsibilities.
- f. Nature, Level, and Purpose of Contacts: Frequent contacts are those made daily with all levels of Mission personnel on records and correspondence management procedures including records and files management reviews, to liaise with personnel who require records management services like sending faxes and cables, sending DHL packages, locating electronic documents, etc. Also contact is maintained with USAID funded project personnel to obtain information or communicate instructions.
- g. Time Expected to Reach Full Range of Duties: 52 weeks.